

Attachment D

Secretary of State's Council on Library Development

Meeting Minutes

Kirkpatrick State Information Center
Roy Blunt Conference Room
Jefferson City, MO

December 03, 2002

Members present: Howard, Singleton, Young, Busch, Jones, Horny, Black, Jetton, Polk, Sullivan, and Burris

Staff present: Parker, Steinman, Harris, Smith, Reading, Stirnaman, Callison, Wingo, Sanning, Sutherland, and Dahmns-Stinson

Guests present: Paul White, Director, Mid-Continent Public Library

Busch called the meeting to order at 9:30 a.m. The public was given an opportunity to address the Council. No one spoke.

Parker presented some of the materials that had been distributed at the National Book Festival, which she, Madeline Matson and Kay Callison attended. The booklet on Missourians Write About Reading features poetry about reading. The bookmarks are Missouri authors by type such as novelists, poets, etc.

Busch congratulated Horny and Young on new library facilities in their areas.

Harris and Stirnaman presented MOBIUS. There are currently 56 member institutions in MOBIUS. These are divided into 11 clusters of libraries. Each of the clusters shares a common database. The benefits to the user are shared resources. Stirnaman demonstrated how the search feature works in MOBIUS.

Parker said MOBIUS had approved a pilot with the public library consortium in Springfield. Libraries in that part of the state have a long history of cooperation and this seems to be the place to see how MOBIUS could work with public libraries.

Smith spoke on the KLAS system recently installed in Wolfner. Sanning performed a demonstration for the Council on how KLAS operates. Burris asked about how to submit list. Sanning said one could list the books on KLAS or submit the list via e-mail to the patron's reader advisor. Young asked if different narrators narrated the same books. Sanning responded that on the whole Wolfner does not have the same title by different narrator.

Busch introduced Secretary Blunt. He thanked everyone for serving on the Council. Blunt said the Council is important and it exists now by rules. He is considering making it a statutory council. If a future Secretary of State was not inclined to have such a Council, they would have to have it regardless. He stated with the new Legislature that we have a real opportunity to educate the new lawmakers about how important libraries are. We have the opportunity to let them know we feel libraries are a priority of the State in terms of State funding. He asked the Council to please talk to their local legislators, especially new ones about the importance of libraries and to do so now.

One of his chief legislative priorities is related to library funding. This is the nonresident Athletes & Entertainers' Income Tax. 10% of the money by state statute is to go to local libraries to buy books to augment their collection. This has not happened. Citizens are concerned about earmarked tax dollars that are not going to the areas for which they are earmarked. Blunt said these taxpayer dollars are well spent. None is spent in the Secretary of State's Office, or the State Library. It is spent by libraries on books.

Blunt then passed out the new MOBIUS library cards to the Council members.

Reading and Callison addressed the Council on proposals for the change in the dates of Library Services and Technology Act (LSTA) grants and the use of the LSTA funds. Typically recommendations come to the Council in May. The State Library would like to move time frame to December.

Callison gave an explanation of the date change for the LSTA. She said there were several advantages to the change. The December council meetings have the more experienced members. The change in time will also allow more lead-time for development of statewide projects. Calls for sub-grants could be offered earlier. This would give libraries more time to research and apply for the competitive grants. State Library staff will have more time to assist the potential applicants. The staff will also have more time to review the applications and to be able to monitor the progress of the projects. It gives more time for on-site visits and telephone contact with the grantees. Important is the grant projects can run for a full 12-month period.

Howard moved to accept the recommendation on changing the time would present for approving the spending of the LSTA funds.

Burris seconded the motion.

The motion was passed unanimously.

Parker discussed the LSTA accountability evaluation with the Council. The first five-year evaluation was accepted and there were compliments on the evaluation. State auditors talked about the accountability of the program. The State Library will propose several things. Contract auditing may be needed to satisfy the state auditor that documents are in place.

Parker said it would be very useful if the Council would become involved in the evaluation of the LSTA projects.

Busch asked if there was interest among the Council members in becoming involved. Busch said this would give the Council a good idea of what is working and what is not.

Reading then addressed the uses of LSTA funds. The adaptive equipment grants have been approved. The training lab grants are still under review. Reading proposes to do a grant call in January 2003. These would be the grants for the "Training Labs for Public Access Computing", new types of digital imaging grants. Libraries report they very much need some funds for programming.

Parker stated in the January grant round we will be completing the use of funds the Council approved last May and taking some small portion of the funds from those uncommitted.

Busch asked the Council if they were comfortable with this. Consensus was the Council was comfortable with this.

Busch called for Council business. There was no new or old business to be discussed.

Parker gave the State Librarian's Report. There were no additions to the report. She then called for questions.

Busch said the Springfield NewsLeader was still not on Newslane.

Parker said she was under the impression that talk was still going on with the head of the information technology department.

Singleton asked if Parker was finding the Trustee Academies worthwhile.

Parker responded they are certainly worthwhile in terms of content. At the meeting of the medium sized libraries, they had identified trustee training as one of their top issues. They were particularly concerned about trustee's role in salaries, and fringe benefits. Directors were finding it a hard sell to say library workers needed additional money. In terms of real impact, one of the key areas is the difference between the library director who administers the library and the board who sets the policy.

Parker said there is a 3-part strategy for trustee training. One is the statewide activity; alternating with regional meetings in 8 to 10 locations in the state, the third is to get tools local boards could use as a part of their board meeting.

Singleton asked what are the financial arrangements on the Video Conferencing, do people have to commit to replacing the equipment, etc.

Reading responded very little equipment would need to be replaced, mainly just the communications board in the personal computers.

Black shared her concerns none of her trustees were able to attend the academy.

Parker said some things were learned from the first academy. There is a need for more lead-time and that involves the state purchase process, etc.

Black addressed the salaries, additional compensation are really difficult issues that smaller libraries are dealing with. They are finding it very difficult to compete when they have to replace personnel.

Parker said the first grant proposals did put more financial help to libraries. There are some very generous library boards that are giving release time or paying tuition for their library directors to go to library school.

Sullivan asked the status of the school library survey.

Parker said the school library study was in progress. The firm doing the survey is Quantitative Resources, Inc. Both Lisa Walters and Parker are pleased with this firm. They have on call people who are good in survey accuracy and reporting statistical data, such as statisticians, economists, etc. The survey is designed not to duplicate any data, which Department of Secondary Education (DESE) already collects. Extensive data files were prepared by DESE and given to the contractor. Of the 1600 school library buildings, there was an initial response from 800 signing up to participate in the survey. The Missouri Association of School Librarians is the third partner. At their Fall Seminar, Lisa Whitaker, the chief researcher, did a presentation. She was very dynamic.

Busch introduced Nancee Dahms-Stinson of the State Library to discuss the 2003 Summer Reading Club.

Dahms-Stinson reported joining the states' collaborative was one of the most successful things done. She was able to distribute materials to all of the public libraries by November 4. Next year it will be even earlier. The Summer Reading Club start-up kits included a Happy Manual, the order forms for the materials to supplement and promote programs. There has been very good response from libraries. Many have either called or e-mailed us to say they were excited about start to plan what they were going to do for the summer. There was an increase in participation in 2002. The teen summer reading program always seems to have an increase. The collaboration has allowed Dahms-Stinson the time to work on training to supplement the planning and promotion materials. A team of 13 librarians around the state will do a series of 5 workshops.

Parker addressed the issues about the Legislative session. The General Assembly must do a budget when revenue sources are very low.

Burris asked if, during FY02, there were any monies given to libraries from the Nonresident Athletes and Entertainers Income Tax?

Parker responded we did distribute funds in FY02 but not in FY03. We have had three years of appropriations. The two years we received approximately \$870,000 each year and in the third year about half of that amount. This year there are zero funds

Howard asked about the approach to be taken.

Parker responded we now have information as to how much was collected. All of the five cultural partners submitted to the Governor's Budget Office the full amount they should be getting based on the collections. All of the requests that went in at 10% were for \$2.2 million dollars. The Arts Council requested its appropriate 50% plus the \$2.2 million. Next will be what does the Governor's Budget Office do?

Howard asked if this funding was statutory? Parker responded the program is in statute.

Singleton asked the question of Howard, "Could anyone take it to the Supreme Court? The whole issue is for them to use the monies for the designated purpose."

Parker responded that might happen.

Howard responded the Constitution clearly states the Legislature appropriates the funding and if you don't have the money to appropriate, you can't appropriate.

Parker said the statute states the Office of Administration shall estimate the amount of revenue collected subject to appropriation. An Attorney General's opinion said, yes the Office of Administration is required to supply the estimate to the Legislature; the Legislature had discretion and the Governor obligated under the Constitution to operate a balanced budget.

Reading spoke on the Gates Continuing Education grants. The grant is in the amount of \$102,000. All of the funds need to be expended by November 27, 2003. 7 computer labs were part of the first Gates grant. This grant will utilize these training labs. The training sessions are designed on libraries' needs. There will be one and 2 day sessions. Single day is basic training. The two-day sessions are a topic from a larger menu and the second day allows participants to customize training to suit their own needs. The Technology Camp is designed to provide in-depth training, particularly in smaller libraries where general library staff members handle technology. These would be 3-day sessions. There are two different kinds of the Technology Camps. One is an Internet camp which has advance searching sessions as well as creating a web site and learning how to manage a web server for the library. The other is a Basic Information Technology camp. This would focus on maintaining the public access computers, peripherals and running the web server, beginning networking.

Parker addressed the Administrative Rules to implement Missouri's Filtering Law. The Council's advice in terms of the philosophy that "Less is Better" was followed. Libraries have two options for complying with House Bill 1402. One way is to equip the computers with software that filters. The others have a policy that is consistent with community standards which establishes measures to restrict minors from gaining access to materials that are pornographic to minors. Libraries are asked to fill out forms stating which method they are using. If they are using a policy, to send a copy of the policy and identify what parts of the policy address the statute and bring them into compliance. The forms will be going out later this month with further information to the libraries.

Howard was concerned about the State Library's liability on this issue. He asked if the word "certify" actually appear in the statute. Reading stated it did not. Reading read the statute aloud to the Council. Howard said not to use the word "certify" at all.

Reading said the rule was published in the December 2, 2002 register and is available for written public comment through January 1, 2003. The public hearing will be held on January 10, 2003 at 10:00am in James C. Kirkpatrick State Information Center, on the 1st Floor in the Interpretive Center. The Emergency Rule went into effect on November 23, 2002 and will expire on April 29, 2003. The proposed rule will go into effect on April 30, 2003 if there are no changes made.

Busch presented the Minutes of the September 12th Council meeting.

Howard moved to adopt the minutes.

Burris seconded, Busch called for vote. The minutes were adopted.

Parker reviewed the terms of the Council Members. The Council is structured based on 3-year terms, members serve until a re-appointment has been made. She did a review of the Council Members terms and the group they represent.

It is Secretary Blunt's decision regarding re-appointment. The next meeting could be a transition year for new Council Members to be. Council agreed putting the Council in statute would be a very good idea.

The meeting dates for the Council for the year 2003 are as follows:

February 27, 2003
May 15, 2003
September 11, 2003
December 11, 2003

At 3:00pm Busch called for the meeting to be adjourned.

Singleton seconded the motion.

The meeting was adjourned at 3:00pm.